

OFFICE OF EXECUTIVE POLICY AND PROGRAMS HOLIDAY POLICY

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

All employees of the Governor's Office, other than temporary employees, shall observe all paid legal holidays.

II. Legal Holidays

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
George Washington's Birthday/President's Day	Third Monday in February
Confederate Memorial Day	May 10
National Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day after the fourth Thursday in November
Christmas Day	December 25
Day after Christmas	December 26

III. Holidays Declared by the Governor

The Governor is empowered to declare Christmas Eve of each year a holiday for State employees. If the Governor declares Christmas Eve a holiday in a year that Christmas Eve falls on Saturday or Sunday, the holiday shall be observed on the preceding Friday.

IV. Holiday Observance Procedure

- A.
Holidays are to be taken on the prescribed day unless the Governor's Office requires the employee to work. As much advance notice as possible shall be given to a employee who must work on a holiday.
- B.
When a holiday falls on a Saturday or Sunday, it shall be observed on the preceding Friday or the following Monday, respectively, by employees working a Monday through Friday schedule. Employees scheduled to work on a Saturday or Sunday that is a holiday shall observe the actual holiday or receive holiday compensatory time.
- C.
Eligible employees who do not work a normal Monday through Friday workweek shall receive neither more nor any fewer numbers of holidays than those employees who work the normal Monday through Friday workweek.
- D.
The length of an employee's holiday is computed based on the number of hours in the employee's average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
- E.
When a holiday falls during a period of leave with pay, the day will be counted as a holiday, not as a day of leave.
- F.
Employees who are on leave without pay shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay except when the employee participates in the Voluntary Furlough Program.
- G.
Employees who participate in a flex time program shall be required to use annual leave to equal the total eligible holiday hours.
- H.
Part-time employees in FTE positions who work on legal holidays shall receive holiday compensatory leave credit for the hours the employees are regularly scheduled to work on that day.
- I.
When a holiday falls on a day an employee who is on paid military leave would have been scheduled to work, it will be counted as a day of military leave. Holiday compensatory time will not be allowed.

V. Holiday Compensatory Time

- A.
An employee who is required by the Governor's Office to work on a holiday shall be given holiday compensatory time.
- B.
An employee who must work a portion of the holiday due to a shift that begins on one day and ends on another shall be granted holiday compensatory time equal to all hours worked on the holiday.
- C.
When a holiday falls between Monday and Friday, an employee who is not scheduled to work on that day will be given holiday compensatory leave credit only if such credit is necessary for the employee to receive the same number of holidays.
- D.
Upon termination from employment, a non-exempt employee shall be compensated for all holiday compensatory leave credits. The credits will be paid at a straight hourly rate. Exempt employees shall not be paid for unused holiday compensatory leave.

VI. Holiday Compensatory Leave Records

A time sheet shall be forwarded to the Payroll Office on each employee required to work on a holiday. The time sheet should reflect the number of hours received in holiday compensatory leave credits. An E- leave submission must be completed and submitted to the employee's supervisor for approval for charges against the holiday compensatory leave credit.

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